

# LARK'S SONG





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# About us

At Lark's Song Inc, our vision is to courageously co-create a more fulfilled and flourishing world. We practice realizing this vision through our mission - to accelerate mutual flourishing by offering programs and practices in well-being education, professional coach training, and culture care.

## Why Lark's Song?

Throughout history and mythology, larks have been symbols of daybreak and courage with each bird learning and singing its own unique and elaborate song from birth.

Lark's Song was started by a group of motivated human services professionals in June 2013 dedicated to serving others in the discovery of their unique and elaborate life purpose (i.e. song) and empowering them to confidently and courageously live (or "sing") it out through transformational servant leadership.

## The Wings

Our programming wings at Lark's Song include:

- Well-Being Education
- Lark's Song Certified Coach (LSCC) Community
- Culture Care



## Our Staff + Your Faculty



**Megan Gilmore**  
*Executive Director*



**Erica Eyer**  
*Well-Being Director*



**Torri Williams**  
*Culture Care Director*



**Seth Harshman**  
*LSCC Community Coach*



**Evan Gilmore**  
*Co-Leader*



**Len Anspach**  
*Board Treasurer + Supervisor*



**Erin Davis**  
*Co-Leader + Assistant*



**Justine Bunger**  
*Co-Leader + Cohort Host*

# ASSUMPTIONS

You are creative, resourceful, whole, and relational

You are unique and valuable

You are worthy of being championed

You are capable of solving complex problems

You are ready to live at choice



# Program Description



The Lark's Song Certified Coach (LSCC) coach training program is a 160+ hour coach training program that combines the intentionality and connection of onsite training with the practicality and efficiency of virtual training that so many have come to know and love.

Our cohorts are limited to 12 participants so that each person receives the individual attention, supervision, and customization that they need.

However, we have further reduced the number of participants in this cohort to 9 while we navigate the COVID-19 global pandemic so that proper and flexible care and precautions can be taken, as needed.

Your training program will begin with an online orientation and will end with your final exam. Your supported learning experience in the Lark's Song Certified Coach training program will consist of three 3-day onsite trainings, two 3-hour live webinars, and eight 2-week virtual workshop trainings.

# Curriculum Requirements

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## ONSITE TRAININGS

This LSCC training program requires participation in three 3-day onsite trainings. The descriptions for these onsite trainings are as follows:

### Foundations of Coaching

In the Foundations of Coaching onsite training, our faculty will set a theoretical and practical foundation for participants to begin or continue their journey in coaching. They will become familiar with the movement of positive psychology and client motivation levels and gain immediate experience and feedback in coaching skills and techniques.

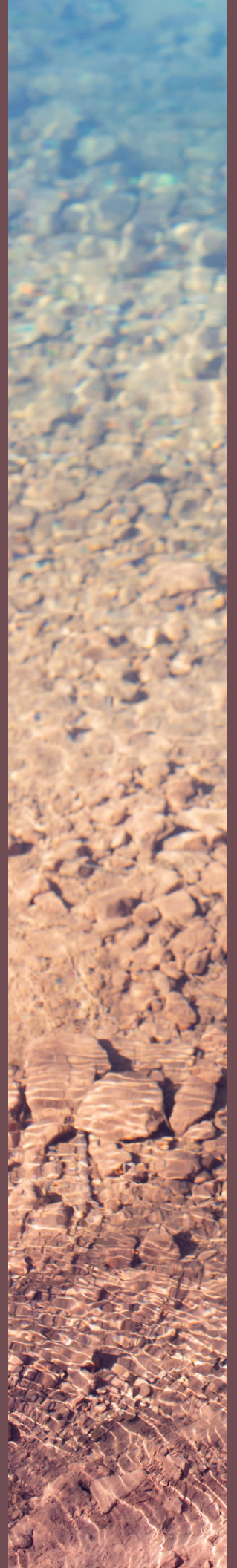
In the Coaching & Self onsite training, our faculty will lead participants through a series of practical activities and exercises that will serve them in defining their purpose, values, and beginning to establish their niche as a coach. They will learn to coach from their personal strengths and experience and leave equipped with a full "coaching toolbox" that will aid each participant in confidently starting their personal coaching practice.

### Experience-Assisted Coaching

In the Experience-Assisted Coaching onsite training, our faculty will challenge participants to add the process and unpredictability of intentional experiences to their coaching practice. With a theoretical base for implementing any experience-assisted practice into their coaching, at this onsite training through demonstration, practice and feedback our participants will gain understanding in how intentionally co-create experiences (like art, play, music, and nature-based coaching) for their clients that lead to courageous and efficient transformation. Participants will leave this onsite with tools and experience that are distinctive of the LSCC.

### Coaching & Systems

In the Coaching & Systems onsite training, our faculty will teach participants the techniques and skills needed to serve a group or organization that desires coaching. They will become familiar with systems theory, conflict resolution and the coach's role in empowering an entire group or organization to reach their goals and develop their potential.



# virtual WORKSHOPS

This training program is divided into thematic learning modules called workshops.

Each workshop covers a specific area of learning with requirements that have been intentionally crafted and designed to meet the objectives of the training program and **all required national and international coaching competencies**. We do this in a manner that ensures optimal learning, participation, and application from the student and engagement from Lark's Song.

Workshops are two weeks in length. Course materials are divided into workshops on Pathwright, a learning management system, for easy access.



## **Workshop 1 | Why Coaching?**

Explores the question "Why Coaching?" by looking at the history of coaching, important definitions and theories, and what needs in the world it can meet

## **Workshop 2 | Alliance & Client Management**

Digs into the topic of "Getting Started" with your coaching practice and what necessary steps you need to take

## **Workshop 3 | Discovery & Assessment**

Focuses on the topic of assessment and how to integrate your best and truest self into your coaching practice as you begin meeting with your first paying clients.

## **Workshop 4 | Ethics & Expression**

Looks at how we ensure the public's trust in our profession as well as how to present ourselves with authenticity and honor.

## **Workshop 5 | Relational Systems**

Begins to pull together the foundational study + practice of coaching and apply it to Relational Systems

## **Workshop 6 | Groups & Teams**

Explores and develops many practical options for how to approach and facilitate coaching groups and teams within relational systems

## **Workshop 7 | Conflict & Change**

Examines the most effective ways to coach around conflict and continue our learning around the process of Appreciative Inquiry and change theory

## **Workshop 8 | Completion**

Guides on how to complete a professional coaching relationship and finish your final assignments to become a Lark's Song Certified Coach





# Program Assignments

The program assignment schedule and all detailed descriptions of course assignments are available through Pathwright. All workshops consist of the following four elements.

## 01 Reading

All reading assignments are to be completed and thoughtfully analyzed by the dates indicated in the Program Schedule.

You should enter the workshop prepared to engage in all workshop discussions.

Not all reading will be directly addressed in the discussions but will aid in your understanding of the topic and your professional practice.

All required reading will be provided for you. You will receive your books from Lark's Song and electronic readings will be available on Pathwright in the Virtual Workshop in which they are assigned. Most texts are also available as audiobooks.

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## 03 Process

All written work represents you. As a professional, you must make every attempt to produce meaningful additions to workshop discussions and further the field of professional coaching as a whole in a manner that ensures the public's trust.

Process assignments include your posts and responses on discussion forums, your posts and responses on Cocoon (a video reflection program and group messaging app), and your participation in live lectures and conference calls.

### Relevant interactions are:

Meaningful, insightful, and go beyond the obvious  
Relevant to the topic and contain pertinent information  
Demonstrating an understanding of the material  
Expressive of personal opinions or counter arguments in a way that is respectful to students and instructor

### Irrelevant posts are:

Short statements that lack an understanding of the material  
A repeat of what others have stated with no original information or additional insight  
Demeaning or negative toward another participant or faculty  
Not relevant to the topic or details regarding the topic are not clear  
Lacking supporting information behind the main idea

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## 02 Practical

All course practical assignments are to be completed by their assigned due dates.

Practical assignments for this program include watching various informational videos, listening to audio lectures and coaching demonstrations, and participating in a coaching triad calls.

The coaching triad will consist of three participants who fill the roles of coach, client, and observer. Additional details on the coaching triads can be found on the on Pathwright.

Specific procedures for these calls will be delineated further during the first Supervised Coaching Triad call.

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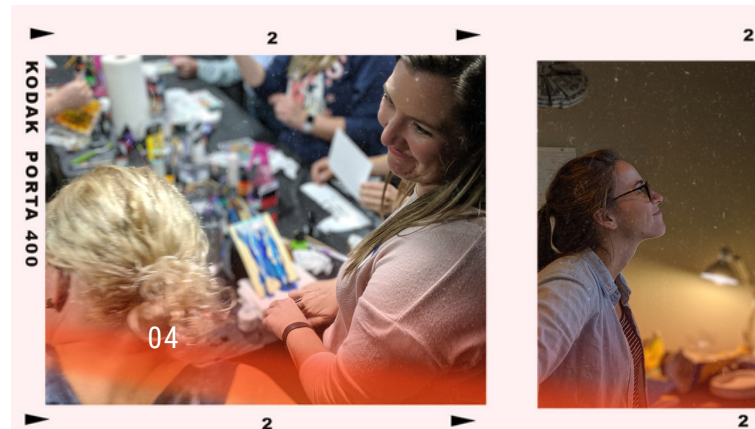
## 04 Written

Written assignments are to be completed by the assigned dates.

All written assignments should follow the guidelines given.

Quality of your writing, including format, grammar, and citations is important to your successful completion of this training program.

It is recommended that you thoroughly proofread all written material prior to submission.



# Webinars



## Cultivating Creativity

Recorded Webinar Series

This 3-part webinar series is a deep dive into the application of one or our foundational assumptions - that you are creative, resourceful, whole and relational.

Cultivating creativity in the beauty, mess, and integrating your life gallery into your wholeness with purpose.

## Neuroscience, Trauma, and Belonging

Live Webinar

This 3-hour virtual webinar training for LSCCs exploring relevant neuroscience, trauma assessment, and how to co-create brave spaces of belonging for coaching to take place.

Led by Megan Gilmore and supported by a panel sharing their expertise, resources, and answering your questions.



*A virtual training workshop*  
**Intersectionality 101**



## Intersectionality 101

Live workshop

This 2-hour virtual workshop led by Torri Williams provides an introduction to intersectionality and invites participants to explore how social identities (like race, gender, nationality, age, ability, and more) impact them as individuals moving through the world. You will be equipped with resources and practical ways to make the coaching communities around us more welcoming for many different and intersecting social identities.

# successful completion

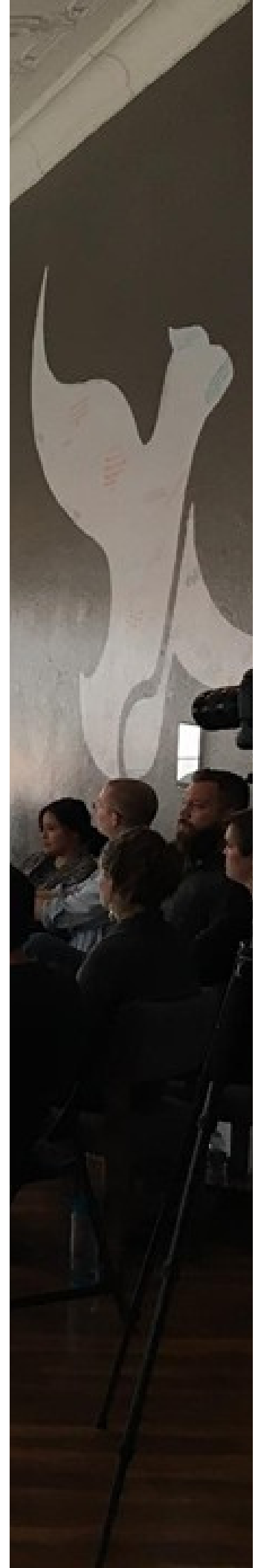
After completion of the three onsite trainings and eight virtual training workshops, you will have completed 160+ hours of coach, training and after at least 30 direct coaching hours, you will be ready to sit for your LSCC Final Exam. Upon passing your exam, you will receive your certificate as a Lark's Song Certified Coach (LSCC) and be qualified to sit for the Board Certified Coach (BCC) exam and/or pursue an International Coach Federation (ICF) credential through their portfolio path after completing 70 additional direct coaching hours and 3 or more additional supervisions or mentor coaching hours.

To apply to sit for the BCC examination the individual must complete the Lark's Song Certified Coach training program in its entirety and hold at least a bachelor's degree in any subject from a college or university accredited by an organization that is recognized by the United States Department of Education. To apply for the Associate Certified Coach credential through the International Coach Federation (ICF), a Lark's Song Certified Coach (LSCC) must complete 100 direct coaching hours with clients and at least 10 supervisions or mentor coaching hours. There are no minimum educational requirements to pursue further credentialing with ICF.

## CANCELLATION & REFUND POLICY

If any part of the Lark's Song Certified Coach training program must be cancelled by Lark's Song Inc, Lark's Song will provide a full refund of the service to be provided at no expense or penalty to the program participant.

The LSCC training program's policy on refunds is stated upon initial payment. Partial refunds are available in limited circumstances if participants are dissatisfied or terminate participation less than 30 days before the training program begins. If extenuating circumstances arise and a refund is not available, participants can transfer their registration to a later training cohort.



# PROCEDURE ON COMPLAINTS & GRIEVANCES

The LSCC training program at Lark's Song Inc will address client grievances and complaints by adhering to the following procedure:

- 1) During the participant's orientation process and at the first onsite training they shall receive a written and oral explanation of their rights and responsibilities detailing how to proceed should they have a grievance or complaint.
- 2) Should a client express a grievance or complaint to LSCC training program facilitators or staff. The staff member will first be sure that the participant talks directly with the individual with which they have a grievance or complaint.
- 3) The participant and staff member will then work to resolve the participant's grievance through discussion and develop a plan to avoid a similar incident in the future. The incident will then be documented in the participant's record.
- 4) If the grievance cannot be resolved between the staff member and participant or if the grievance is against the LSCC training program or Lark's Song as an agency, rather than an interaction with the staff, the participant will be encouraged to submit a written complaint to the Executive Director of Lark's Song.
- 5) The Executive Director will respond to each complaint or grievance within a week of it being submitted.
- 6) If the participant is dissatisfied with the Executive Director's response, they will be encouraged to file a complaint with the CCE by calling 336-482-2856.
- 7) At each step in the participant's grievance process, Lark's Song staff will remind the participant of their appreciation for the participant's honesty and feedback and reassure them that their expression of a question, concern, or grievance will not result in any retaliation or barrier being placed on their access to services.
- 8) All such incidences will be documented in the participant's record.



# POLICIES ON DUE DATES, ATTENDANCE & ADA COMPLIANCE

## DUE DATES:

It is expected that assignments will be turned in on the identified due dates. Only under exceptional circumstances will assignments be accepted if turned in late. When such exceptional circumstances can be foreseen, it will be the participant's responsibility to negotiate a revised due date with Lark's Song.

## ATTENDANCE:

Virtual training attendance is determined by activity during a workshop, through attendance at lectures and conference calls, discussions and submission of assignments. You may receive notes on ways to adjust your participation for maximum learning, insight, or engagement.

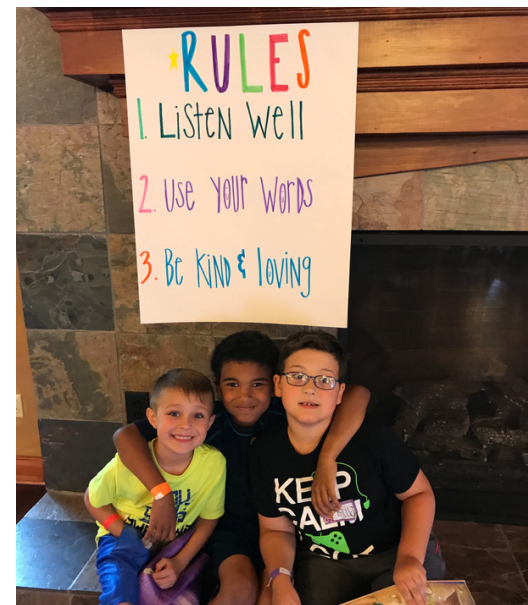
Attendance during triad calls, supervision, and conference calls will be taken by the faculty member facilitating that specific training.

Attendance during onsite trainings will be taken with a sign-in and sign-out sheet each day of the training.

Participants must be present at all 9 days of onsite training, as well as all 8 virtual workshops. They are permitted 1 unexcused absence in a live lecture and 1 unexcused absence in a conference call.

## ADA COMPLIANCE:

Lark's Song's ADA Compliance Policy is available as a separate document provided to all participants and available on our website at [larkssong.com/lscprogram](http://larkssong.com/lscprogram).



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